

## VOLUNTEER REQUIREMENTS

July 1, 2019

Dear Valued Volunteer,

We value our volunteers and the service they provide to our students. To be on our list of approved volunteers each school year, the following forms are to be completed (one form per volunteer/each school year) prior to serving.

As part of SCA's volunteer process, we require **ALL** individuals to:

- Complete and sign the Volunteer/Volunteer Code of Ethics Form (available hard copies in offices or on website – click on My SCA, scroll to Volunteer Code of Conduct and click on that link to print the form).
- Volunteers who are not parents of SCA students must also sign our Core Documents (also available under Background Check Link on our website) since they have not signed them during the enrollment process.
- Complete and sign the Driver Form (if you will be driving for a field trip)
- Provide information for background screening by following these steps:
  - Go to [www.scottsdalechristian.org](http://www.scottsdalechristian.org)
  - In upper right corner of home page, click on MY SCA
  - Scroll down that page to Background Check Link and click on Employee/ Volunteer Background Check link
  - Select Volunteer

These steps will take you to the Protect My Ministry secured site where you will complete the requested data. Dori Richardson in our accounting office ([drichardson@scamail.org](mailto:drichardson@scamail.org) or 602-992-5100 ext. 1101) will then request the background screening at which time you will receive a training video for Child Sexual Abuse Prevention Training Course that you are required to complete within two weeks of receiving the notification. **Completion of the Training Course and quiz is REQUIRED in order to be cleared for volunteer work.** The background clearance will take 24-48 hours.

All of the steps above must be completed, and your background check must be completed **every school year BEFORE** you can help in the classroom, help on the playground, and chaperone on a field trip. You will be notified when you are cleared to volunteer.

**Please understand that our volunteer screening procedures are for the protection of your child!**

Sincerely,



Mary Rodarte  
Director of Accounting and HR Services